

APPLICATION FOR DENTAL LICENSURE

GEORGIA BOARD OF DENTISTRY

237 Coliseum Drive Macon, Georgia 31217 Phone (478) 207-2440 www.sos.ga.gov/plb/dentistry

Please read the instructions carefully and be familiar with the **laws and rules** governing the practice of dentistry in the State of Georgia. Visit the following web site for information: http://www.sos.ga.gov/plb/dentistry.

Important

The Board cannot process incomplete applications. If any item is missing, incomplete or incorrect, your application cannot be reviewed by the Board.

Please review this application before you submit it to ensure that all information and documentation is complete and correct.

Incomplete applications result in delayed processing.

Incomplete applications are void after one year.

All foreign trained applicants' applications must be reviewed and approved by the board.

Application Checklist

The following checklist is an important part of your application. Please use this checklist to ensure that you submit a COMPLETE application.

The \$100 **non-refundable** application fee payable by check or money order payable to the **Georgia Board of Dentistry** must be included with application.

Checks returned for insufficient funds will be assessed a service charge pursuant to O.C.G.A. § 16-9-20.

NOTARIZED APPLICATION: Completed application form accompanied by a fee of \$100.00. Your application will not be processed unless the fee and all supporting documents are received. If licensure is granted, the license will be required to be renewed by the last day of December in ODD numbered years, regardless of when you were originally licensed. The licensure process could take up to a minimum of 30 days after submission of a completed application. Plan your application time accordingly.

LICENSE VERIFICATION: Official license verification for every dental license ever held, other than Georgia. Each verification must indicate the date of licensure, the licensure status (active, inactive, expired, or revoked, etc.) standing of license, any disciplinary charges made against you by the licensing board or by any other state

agency, and the result of these actions. The applicant must provide a copy of the formal complaint/pleading, outcomes, and a personal written explanation for each instance of discipline. You should call each state board about fees for these services. The verification(s) must be submitted with your application IN THE ORIGINAL SEALED ENVELOPE FROM THE BOARD OF EACH LICENSING STATE, and must be dated within four months of the Board's receipt of your complete application packet.

DEGREE TRANSCRIPT: An Official Transcript which documents graduation with a D.D.S. or D.M.D. degree from a dental school which is accredited by the American Dental Association Commission on Dental Education. The transcript must be IN THE <u>ORIGINAL SEALED</u> ENVELOPE FROM THE COLLEGE. <u>Graduates from a non-accredited school please see Rule 150-3-.04 and O.C.G.A.§ 43-11-40(a)(1)(A) and (B).</u> *Note: All foreign trained applicants' applications must be reviewed and approved by the board.

NATIONAL BOARD SCORES: National Board Scores from the ADA Joint Commission on National Dental examinations. The ADA (1-800-621-8099) will send a copy of National Board scores to state licensure boards only. If you ask the ADA to send our board a copy of your National Board scores, so indicate in your application packet. DO NOT SUBMIT THE NATIONAL BOARD CERTIFICATE. YOUR NATIONAL BOARD SCORE MUST COME DIRECTLY FROM THE ADA TO BOARD OFFICE.

CLINICAL LICENSURE EXAMINATION: Effective July 1, 2009, each candidate for a license to practice dentistry must pass all sections with a score of 75 or higher of a clinical examination administered by the Georgia Board of Dentistry or a testing agency designated and approved by the Board. The testing agency designated and approved by the Board for the clinical examination is Central Regional Testing Service (CRDTS). Once you have taken the clinical exam, you must submit a notarized copy of your score sheets. Contact CRDTS at www.crdts.org or by telephone at: (785) 273-0380 for additional information. CRDTS scores are valid for five (5) years.

Please see Board Rule **150-3-.01** concerning **examinations** accepted by the Georgia Board.

The Georgia Board has restrictions on the number of times a licensure candidate can take the examination. See Board Rule 150-3-.01(4), (5), and (6) for information on number of examination attempts allowed.

JURISPRUDENCE EXAMINATION: The examination must be downloaded from our website. The study materials are also on our website. The fee for this examination is \$25.00, payable to the order of Georgia Board of Dentistry. <u>FEES ARE NON REFUNDABLE.</u> A score of 75 or higher is considered a passing score.

NATIONAL PRACTITIONER DATA BANK: To obtain a self query from the NPDB-HIPDB, please visit www.npdb-hipdb.com or call the Customer Service Center at 1-800-767-6732.

If the he National Practitioner Data Bank(NPDB) provides any disciplinary action, certified copies of any pending or final disciplinary actions or malpractice actions against applicant must be submitted. All applicants must submit a NPDB report along with the completed application. The NPDB report must be dated within four months of the

submission of the application. "The ONLY applicants exempt from the requirement of NPDB report submission are those applicants within 6 months of dental school graduation and who have never been issued a dental license in any state or U.S. territory".

The NPDB report must be received in the ORIGINAL SEALED ENVELOPE FROM NPDB. Applicants who have disciplinary or malpractice case(s) (open & closed) will be considered for licensure on a case- by-case basis, after receipt of all required application materials. For each case, the applicant must submit:

- 1) a copy of the formal complaint pleadings filed by the plaintiff/complainant or State Regulatory Agency,
- 2) a copy of the final action, disposition, or settlement,
- 3) a personal explanation of the disciplinary action or the malpractice claim, and
- 4) any further information requested by the Board in separate communications.

CPR: Submit a photocopy of your current CPR certification in compliance with Board rule **150-3-.08**.

Copy of Court Document or Affidavit explaining any discrepancies of the applicant's name if documents submitted bears different name(s). [i.e. marriage certificate, divorce decree, legal name change]

Relocation: If you relocate during the time that your application is being processed, you **must** notify the Board of your new address in writing by fax (866) 888-1308 or mail. This will enable you to receive Board correspondence.

SUBMIT YOUR COMPLETED APPLICATION PACKET TO

Georgia Board of Dentistry 237 Coliseum Drive Macon, Georgia 31217



Do Not Write In This Section:	
Receipt#:	
Amount:	
Applicant #:	
Initials/Date:	

Board Name: Georgia Board of Dentistry

237 Coliseum Drive Address: Macon, GA 31217 Address: (478) 207-2440 **Telephone #:** Fax #: (866) 888-1308

Website:	www.sos. ga.gov	/plb/dentistry			
	Application \$125 I	Application For Non-Refundable			25 Exam)
Application	applying for above ro on/Examination		•		
	on [currently license		, , =		
Checks ret	urned for insufficient fo	ınds will be assesso	ed a \$40 servi	ce charge pursuar	nt to O.C.G.A.§ 16-9-20
REQUEST FO VETERANS	Y- If you have a disabilit R DISABILITY ACCO PREFERENCE PO Ontact the Board office.	MMODATIONS GI INTS - Veterans ma	UIDELINES. ay be eligible t	for special benefits	tact the Board to obtain the in testing. For more
Part I: Per	sonal Information				
1. Name:	Last	First		Middle	Maiden
Name as show	wn on exam records or	transcripts (if dif	ferent)		
2. Social Sec	curity Number*:			3. Date of Birt	h:
4. Physical A	Address:(Street)			de) (P.O.	Box is not acceptable)
5. Mailing ac	ddress if different:				
	treet) anted a license, your n	(Apt. #) name, mailing add	dress and lic	(City/State,	
6. E-Mail Ad	ldress:				
7. Telephone	e#: Home: ()	Work ()	Other ()
Immigration a	U.S. CitizenI and Naturalization Act m with documentation	, and I am lawfull	ly present in	the United States	

9. Military Service: _____ Dates of Service: Honorable/Dishonorable Discharge: __

*This information is authorized to be obtained and disclosed to state and federal agencies pursuant to O.C.G.A. §19-11-1 and O.C.G.A. §20-3-295, 42 U.S.C.A. §551 and 20 U.S.C.A. §1001. It may also be disclosed to the National Practitioner's Databank (NPDB) and the Healthcare Integrity and Protection Data Bank (HIPDB) or other licensing boards, or other regulatory agencies for license tracking purposes.

Part II: Professional Education
10. Highest Degree Earned:DoctorateMasterBachelorAssociateDiploma/Certificate
11. Name/Address of Entry Level Professional Institution (e.g. technical school, undergraduate college/university):
a. Dates Attended: c. Graduation Date: b. Major: d. Degree(s) Earned:
12. Name/Address of Graduate School/University: c. Graduation Date: a. Dates Attended: d. Degree(s) Earned:
13. Name/Address of Post-Graduate School/Hospital (if applicable):
(if applicable): b. Dates Attended:
14. National Board Information: I understand that it is my responsibility to see that a copy of my scores be mailed from the Joint Commission on National Dental Examinations directly to the Board. For your convenience, the number is: 1-800-621-8099.
Signature of Applicant
15. Southern Regional Testing Agency Information, ADEX through CRDTS or ADEX through NERB Information: I understand the Georgia Board of Dentistry accepts the results from the Southern Regional Testing Agency/Central Regional Testing Service, but it is my responsibility to send a notarized copy of those results to the Georgia Board of Dentistry. For your convenience, the number is: SRTA-757-318-9082; CRDTS-785-273-0380 and NERB (301) 563-3300.
Signature of Applicant
16. National Practitioners Data Bank/Healthcare Integrity and Protection Data Bank The Georgia Board of Dentistry requires all candidates for licensure to query the NPDB/HIPDB before licensure will be granted: You may contact the NPDB/HIPDB by calling: 1-800-767-6732 or by submitting your query online at: www.NPDB.com . (When you receive the RESPONSE from the NPDB/HIPDB please forward the information to the Board office along with your completed application) If you are a recent graduate (within the past six months) and not licensed in any other state, you are exempt from this requirement.
17. Did you require special accommodations for any examination, SRTA, CRDTS, NERB, ADEX, WREB, or CITA as outlined in the Americans with Disabilities Act? ☐ Yes ☐ No If yes, what accommodations were made ?
18. Have you ever failed a portion of any clinical examination, CRDTS, NERB, ADEX, SRTA, WREB, CITA, or any other regional or state clinical examination? ☐ Yes ☐ No If yes, give dates (list regional and/or state if applicable).

If you've **failed** this exam **three** (3) or more times please request an **exam history** from CRDTS, NERB, ADEX, SRTA, WERB, CITA, or any other regional or state board.

Part III:

If yes to any of the following questions you must attach a full written explanation pertaining to that particular question.

19. Was your pre-dental education or dental education interrupted, other than the usual vacation periods? ☐ Yes ☐ No
20. Do you presently have any contagious or infectious disease? □ Yes □ No
21. Have you ever been charged with driving under the influence of alcohol or drugs? \square Yes \square No
22. Have you ever had a formal complaint filed against you with any dental society, association, hospital, or dental board? \square Yes \square No
23. Has any state licensing board revoked or suspended your certificate/license, or taken other disciplinary action? \Box Yes \Box No
24. Have you ever been denied a DEA registration number or been issued a restricted DEA registration? ☐ Yes ☐ No
25. Have you ever voluntarily surrendered a dental license, a controlled substances registration, or DEA registration? ☐ Yes ☐ No
26. Have you ever had any malpractice suits filed against you? □ Yes □ No
27. Have you ever been denied participation in, or suspended from the Medicaid or Medicare benefit program? \square Yes \square No
28. Have you ever been denied issuance of or, pursuant to disciplinary proceedings, refused renewal of a license by any board or agency in Georgia or any other state? ☐ Yes ☐ No
29. Have you ever been denied the privilege of taking an examination before any Dental Board or licensing authority? \square Yes \square No
30. Have you ever failed an examination required of any Dental Board or other licensing authority? □ Yes □ No
31. Have you ever been refused any privilege of prescribing controlled substances, or had any prescribing privileges of controlled suspended or revoked? \square Yes \square No
32. Have you ever been refused, or suspended from membership in a dental society, or association, or hospital staff? \square Yes \square No
33. Have you ever personally used narcotics or alcohol excessively or have you ever undergone treatment for addiction to alcohol or other controlled substances or habit forming substances? \square Yes \square No
34. Have you ever been summoned, arrested, taken into custody, indicted, convicted or tried for, or charged with, or pled guilty to, or pled, nolo contender to, a violation of any law or ordinance or the commission of any felony or misdemeanor (excluding minor traffic violations), (DWI & DUI are <u>not</u> minor traffic violations), or have you been requested to appear before a prosecuting attorney or investigative agency in any matter? Yes No
(Although a conviction may have been expunded from the records by order of court, it payertheless must be

(Although a conviction may have been expunged from the records by order of court, it nevertheless must be disclosed in your answer to this question). If yes, for <u>each</u> occurrence furnish a written statement giving the complete facts in your own words, including in such statement the date, name and nature of the offense, the name and locality of the court, and the disposition of each such matter. <u>You must attach the court disposition.</u>

36. Out of State Licensure Cer	rtification(s):	
suspended, expired, lapsed verification/certification. So	ve been issued a license to practice dentistretc.) You should have each state listed sender instruction sheet for details. If not a	an official letter of licensure
here: () N/A and	initial	
STATE	DATE OF LICENSURE	LICENSE STATUS
27. Defenses Listedhelenses		
37. References: Listed below are application packet.	e two references that I have supplied with the	ne proper form included in my
application packet.	••	
application packet. I understand that it is <u>my respo</u>	e two references that I have supplied with the supplied with the supplied with the supplied with the supplied with any dental supplied with supplied with any dental supplied with supplied with the supplied with t	ened. I certify these
application packet. I understand that it is my respondered to make the mak	onsibility to see that these forms are returned, nor are they connected with any dental	ened. I certify these
application packet. I understand that it is my response references are not related to make the make t	onsibility to see that these forms are returned, nor are they connected with any dental Name	rned. I certify these college I attended.
application packet. I understand that it is <u>my respo</u>	onsibility to see that these forms are returned, nor are they connected with any dental Name	rned. I certify these college I attended.



OFFICE OF SECRETARY OF STATE PROFESSIONAL LICENSING BOARDS DIVISION GEORGIA BOARD OF DENTISTRY

237 Coliseum Drive Macon, Georgia 31217 (478) 207-2440

I hereby authorize **The GEORGIA BOARD DENTISTRY** to receive any criminal history record

CONSENT FORM

nformation per Georgia.	rtaining to me which i	may be in the files of any	state or local criminal justice ager	ncy i
(Applicant's	Full Name – Printed)			
Physical Ado	dress (P.O. Boxes <u>N</u>	OT Accepted)		
Sex	Race	Date of Birth	Social Security Number	
Please check any the individuals you	applicable licensure provision will be practicing your prith mentally disabled with the elderly or in elder car	rofession on:		
_	vith children ASE COMPLETE THE FO	oLLOWING:		
	(print name) e Georgia Board of Dentistry and checks for the duration of			
Signature of A	applicant)		(Date	<u></u>

Part IV:

40. AFFIDAVIT OF APPLICATION

I acknowledge and state that I have read the Application and Instructions that accompanied this application and I have answered all questions in compliance with these instructions. I acknowledge that it is my responsibility to read and become familiar with the Dental Practice Act and the Board Rules.

I further state that by submitting this application for a license to practice dentistry/dental hygiene in the State of Georgia, I hereby authorize and consent to have an investigation made as to the moral character, professional reputation and fitness for the practice of dentistry/ dental hygiene. I agree to give any further information in which may be required in reference to my past record. I understand that I will not receive a copy of the report or know its contents and I further understand that the contents of the investigative report will be privileged unless determined otherwise by the Board of Court Order.

I authorize and request every person, hospital, clinic, community, governmental agency (local, state, federal or foreign), court, association, institution, or other organization having control of any documents, records and other information pertaining to me, to furnish to the Georgia Board of Dentistry any information, including documents, records, regarding charges or complaints filed against me, formal or informal, pending or closed, or any other pertinent data and to permit the Georgia Board of Dentistry or any of its agents or representatives to inspect and make copies of such documents, records and other information, in connection with this application, subsequent licensure or practice thereunder.

I hereby release, discharge and exonerate the Georgia Board of Dentistry, its agents or representatives, and any person so furnishing information, from any and all liability of every nature and kind arising out of the furnishing or inspection of such documents, records or other information or the investigation made by the Georgia Board of Dentistry. I authorize the Georgia Board of Dentistry to release information, material, documents, orders or the like relating to me or to this application to any other State or Territory of the United States or Province of Canada, a law enforcement agency, a hospital or other appropriate agencies as determined by the Board.

I, the undersigned, do hereby affirm under penalty of perjury that all statements made and information contained in this application are true and correct to the best of my knowledge and belief. Further, I consent to a thorough investigation of my employment record and other information that may be necessary to verify my qualifications to practice. I understand that any final disciplinary action that may ever be taken against my license, if it is granted, would be provided to a national disciplinary reporting system and that my Social Security number would be a part of that report.

This is to certify that the foregoing information is true and correct to the best of my knowledge.

Signature of Applicant		
Date		(PHOTOGRAPH) Please attach recent photograph
(Print Name Above)		
County	State	
	Georgia; and that all the statements herein con	ove application for license to practice dentistry/dental tained are true in every respect and that the attached
	Notary Public	<u>Notary:</u> Do not notarize this section unless photograph is attached.
Sworn to and subscribe	ed before me this day of	_ ~ _
(SEAL) My Commissi	on Expires	

Part V: STATE LICENSURE CERTIFICATION

Licensing Board

state in which you are now or have been licensed to practice dentistry. This form may be reproduced as necessary. TO: Board of Dentistry I am applying for licensure and the Georgia Board requires that your Board complete this form in order that my application for licensure may be considered. By signing this form, I am giving my consent to the release of any information, favorable or otherwise, for its review in considering me for licensure. My license Number _____ was issued by your Board on _____ on the basis of () State Board Exam, () Reciprocity/Endorsement, () National Board, () Credentials, () other _____. Applicant's Full Name (print or type) Address Signature City State ZIP This section is to be completed by an official of the above referenced licensing board. Please return this form directly to the applicant in a sealed envelope. Dental License Number ______ to practice dentistry in the State of _____ was issued on _____ to ____ Is license current and in good standing? ____ Yes ____ No* Has any disciplinary action ever been taken against this license? ____Yes* ___ NO *If yes, please attach disciplinary documents. * Please provide complete details, including copies of any documents. Signature Date Title (BOARD SEAL)

TO THE APPLICANT: Please complete the top section of this form and mail to each

GEORGIA BOARD OF DENTISTRY

237 Coliseum Drive Macon, Georgia 31217 (478) 207-2440

(You may duplicate this form)

<u>TO THE REFERENCE</u>: The person listed below is applying for licensure as a dentist in the State of Georgia. The applicant is required to furnish satisfactory evidence that he/she is qualified to practice professional dentistry. You have been given this form as one who knows the applicant well and can attest to his/her character, ability, reputation, and professional attainments.

The statements you proved must be from personal knowledge only, and should be made with full realization of the responsibility toward the public involved. You should answer fully, carefully, and with the utmost frankness.

Be assured that the information you furnish will be treated as <u>strictly confidential</u>. Please return your recommendation directly to the applicant. <u>RETURN TO APPLICANT IN A SEALED ENVELOPE</u>.

NAME OF APPLICANT	
FROMReference Full Name	(Daytime telephone # including area code)
	Address
City	Zip Code
. Are you a licensed dentist?Yes	No If yes, what state(s)?
If no, what is your present profession	?
. How long have you known the applie	cant? Years. Are your related?
In what capacity have you known him	m/her
J. Do you know anything reflecting adv	versely on the applicant's integrity or general good character?
Do you feel that this applicant is qua	lified to have responsibility of a dental office? Yes separate page.
6. Would you feel comfortable going to If no, give details on a separate pa	o this person for your dental needs? Yes No age.
. What is the applicant's character, rep	outation, and standing in the community?

NAME OF APPLICANT		
FROM		
Additional Comments		
The undersigned certifies that the above s correct.	tatements, to the best of his/her knowle	dge and belief, are
Signature	Title	Date

page 2 Reference Form continued

DOCUMENTATION TO DETERMINE QUALIFIED ALIEN STATUS

Please check the box which applies to your status. You must provide copies of the required documentation as an attachment to this form.

Alien Lawfully Admitted for Permanent Residence:
- INS Form I-551 (Alien Registration Receipt Card, commonly known as a "green card"
- Unexpired Temporary I-551 stamp in foreign passport or on INS Form I-94
Asylee:
- INS Form I-94 annotated with stamp showing admission under §208 of the INA
- INS Form I-688B (Employment Authorization Card) annotated "27a.12(a) (5)"
- INS Form I-766 (Employment Authorization Document) annotated "A5"
- Grant letter from the asylum office of INS
- Order of an immigration judge granting asylum
Refugee:
- INS Form I-94 annotated with stamp showing admission under §207 of the INA
- INS Form I-688B (Employment Authorization Card) annotated "274a.12 (a) (3)
- INS Form I-766 (Employment Authorization Document) annotated "A3"
- INS Form I-571 (Refugee Travel Document)
Alien Paroled Into the U.S. for at Least One Year:
- INS Form I-94 with stamp showing admission for at least one year under §212(d) (5) of
the INA
Alien Whose Deportation or Removal Was Withheld:
- INS Form I-688B (Employment Authorization Card) annotated "274a.12 (a) (10)
- INS Form I-766 (Employment Authorization Document) annotated "A10"
- Order from an immigration judge showing deportation withheld under §241 (b) (3) of the
INA
Alien Granted Conditional Entry:
- INS Form I-94 with stamp showing admission under §203 (a) (7) of the INA
- INS Form I-688B (Employment Authorization Card) annotated "274a.12 (1) (3)
- INS Form I-766 (Employment Authorization Document) annotated "A3"
Cuban/Haitian Entrant:
- INS Form I-551 (Alien Registration Receipt Card, commonly known as a "green card")
with the code CU6, CU7, or CH6
- Unexpired temporary I-551 stamp in foreign passport or on INS Form I-94 with the cod
CU6 or CU7
- INS Form I-94 with stamp showing parole as "Cuba/Haitian Entrant" under §212(d) (5)
the INA
Alien Who Has Been Battered or Subjected to Extreme Cruelty:
INS petition and appropriate supporting documentation
Name of Applicant